



## **Commercial Certificate of Use Application Checklist**

**City of Lauderhill, 5581 W. Oakland Park Blvd, Lauderhill, FL 33319. Phone: 954-739-0100**

Before an applicant can obtain a Local Business Tax Receipt, it is necessary to first apply for a Certificate of Use. **\$50 non-refundable processing fee is required when the application is submitted.**

**The following documents must accompany your application:**

### **To open a commercial business:**

Articles of Incorporation and/or Fictitious Name Certificate

Certificate of Liability Insurance (as applicable). Must show the "City of Lauderhill" as the certificate holder

All professional license(s) as regulated by the State of Florida, Department of Professional Business Regulators, Dept. of Health, Office of Financial Regulation, Florida Bar, etc.

### **Change of Ownership/Transfer of Ownership:**

Bill of sale and/or documentation showing transfer of property and/or business.

### **Swap Shop Businesses:**

Swap Shop Rental Receipt

A copy of State Issued Driver's License

All documents required for Commercial Businesses(see above)

### **Re-inspection Fees**

\$50.00- first re-inspection

\$100.00-second re-inspection

\$150.00- third re-inspection and each additional re-inspection

**\*Weekend Inspection fee additional \$50.00**

☐ **NEW BUSINESS**  
(opening date): \_\_\_\_\_

☐ **EXISTING BUSINESS**  
(date established): \_\_\_\_\_

☐ **CHANGE OF OWNERSHIP:**

☐ **LOCATION CHANGE**

☐ **BUSINESS NAME CHANGE**

Please check all that may apply to your business



App. #: \_\_\_\_\_

Processing Fee - \$50  
non-refundable

## Commercial Certificate of Use Application

### **BUSINESS INFORMATION**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
(Swap Shop) Section # Booth #

Business Telephone Number: \_\_\_\_\_

Business Email: \_\_\_\_\_

### **CONTACT INFORMATION**

Applicant Name: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant Telephone Number: \_\_\_\_\_

Applicant Email address: \_\_\_\_\_

Relationship of Applicant to Business: \_\_\_\_\_

Authorized to act on behalf of the business? (Provide documentation,

### **BUSINESS DESCRIPTION**

Type of Merchandise or Service: \_\_\_\_\_

Total Dollar Value of Retail Inventory: \_\_\_\_\_ Square Footage: \_\_\_\_\_

Please provide the number of employees on staff: \_\_\_\_\_

Is the business Section 3 certified? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, provide a copy of your Section 3 Certification.

Is the business MWBE (Minority Business Women Enterprise) certified? Yes \_\_\_\_\_ No \_\_\_\_\_

Is the business in an Enterprise Zone? Yes \_\_\_\_\_ No \_\_\_\_\_

Please list all activities conducted at your business:

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Has the name of your business changed? Yes ☐ No ☐

If yes, previous business name: \_\_\_\_\_

Name of prior tenant or business at this location (if applicable):

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Mobile Vehicle Information, **for Mobile Vendors Only:**

Owner's Drivers License# \_\_\_\_\_

Vehicle VIN# \_\_\_\_\_ Vehicle Make \_\_\_\_\_

Vehicle Model \_\_\_\_\_ Vehicle Tag \_\_\_\_\_

Social Security # \_\_\_\_\_

Please list the number of Drivers that will be driving the vehicle listed above: \_\_\_\_\_

### **HOURS OF OPERATION**

The days and hours of operation of my business will be:

Sunday	_____ to _____	Thursday	_____ to _____
Monday	_____ to _____	Friday	_____ to _____
Tuesday	_____ to _____	Saturday	_____ to _____
Wednesday	_____ to _____		

Operation during any hours outside of those listed above without prior approval from the City of Lauderhill may result in the revocation of the Certificate of Use and the closure of the business.

### **In the section below, please check "yes" or "no" to the following questions:**

- Will you be sharing space within the building at the listed address? **Yes** ☐ **No** ☐  
If yes, please explain \_\_\_\_\_  
\_\_\_\_\_
- Does the business feature, promote, depict, or display any type of nudity? **Yes** ☐ **No** ☐  
If yes, please describe \_\_\_\_\_  
\_\_\_\_\_
- Has the applicant ever had a Local Business Tax Receipt, Certificate of Use, or Occupational License suspended or revoked? **Yes** ☐ **No** ☐  
If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

Please check "YES" or "NO" for each of the following uses and categories as they apply to your business. Any use that is checked "NO" on this form will be prohibited.

	Yes	No		Yes	No
<b>Adult entertainment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Office</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Alcoholic beverages</b>			<b>Mobile vending or detailing</b>	<input type="checkbox"/>	<input type="checkbox"/>
On Premises	<input type="checkbox"/>	<input type="checkbox"/>	<b>Personal or Social services</b>		
Off Premises	<input type="checkbox"/>	<input type="checkbox"/>	Fortune telling,		
Beer	<input type="checkbox"/>	<input type="checkbox"/>	medium, faith healing	<input type="checkbox"/>	<input type="checkbox"/>
Wine	<input type="checkbox"/>	<input type="checkbox"/>	Tax, business	<input type="checkbox"/>	<input type="checkbox"/>
Liquor	<input type="checkbox"/>	<input type="checkbox"/>	Hair, nails, skin	<input type="checkbox"/>	<input type="checkbox"/>
<b>Property Management</b>	<input type="checkbox"/>	<input type="checkbox"/>	Counseling	<input type="checkbox"/>	<input type="checkbox"/>
<b>Warehouse, storage indoor</b>	<input type="checkbox"/>	<input type="checkbox"/>	Food distribution	<input type="checkbox"/>	<input type="checkbox"/>
<b>Storage yard outdoor</b>	<input type="checkbox"/>	<input type="checkbox"/>	Other (describe below)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Educational or Training (Note 1)</b>			<b>Public lodging (Note 1)</b>	<input type="checkbox"/>	<input type="checkbox"/>
Under age 18	<input type="checkbox"/>	<input type="checkbox"/>	<b>Public assembly (Note 1)</b>		
Age 18 and above	<input type="checkbox"/>	<input type="checkbox"/>	Banquet hall	<input type="checkbox"/>	<input type="checkbox"/>
<b>Food service/Restaurant (Note1)</b>	<input type="checkbox"/>	<input type="checkbox"/>	Social club	<input type="checkbox"/>	<input type="checkbox"/>
Drive through	<input type="checkbox"/>	<input type="checkbox"/>	House of Religious Worship	<input type="checkbox"/>	<input type="checkbox"/>
<b>Industrial or processing</b>			Meeting room	<input type="checkbox"/>	<input type="checkbox"/>
Manufacturing	<input type="checkbox"/>	<input type="checkbox"/>			
Food products	<input type="checkbox"/>	<input type="checkbox"/>	<b>Residential</b>		
Assembly	<input type="checkbox"/>	<input type="checkbox"/>	Rooming house (Note 1)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Convenience store</b>	<input type="checkbox"/>	<input type="checkbox"/>	Assisted living (Note 1)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Retail goods or food</b>	<input type="checkbox"/>	<input type="checkbox"/>	Group home (Note 1)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Transportation or utility</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Arcade, gaming machines</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Special residential facility</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Washing machines</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Medical</b>			<b>Vending machines</b>	<input type="checkbox"/>	<input type="checkbox"/>
Doctor, Dentist office	<input type="checkbox"/>	<input type="checkbox"/>	<b>Automotive</b>		
Massage	<input type="checkbox"/>	<input type="checkbox"/>	Sales, rental	<input type="checkbox"/>	<input type="checkbox"/>
MRI, X-ray, sonograms	<input type="checkbox"/>	<input type="checkbox"/>	Parts sales	<input type="checkbox"/>	<input type="checkbox"/>
On site surgery	<input type="checkbox"/>	<input type="checkbox"/>	Repairs, maintenance	<input type="checkbox"/>	<input type="checkbox"/>
Prescription dispensary	<input type="checkbox"/>	<input type="checkbox"/>	Body shop, paint	<input type="checkbox"/>	<input type="checkbox"/>
<b>Delivery trucks on site</b>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Day Care (Note 1)</b>			<b>Dance floor/elevated stage (Note 1)</b>	<input type="checkbox"/>	<input type="checkbox"/>
Home location	<input type="checkbox"/>	<input type="checkbox"/>			
Commercial location	<input type="checkbox"/>	<input type="checkbox"/>			
<b>DJ, Karaoke, Live Music (Note 1)</b>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Other uses not listed above</b>	<input type="checkbox"/>	<input type="checkbox"/>	(explain fully in space below)		

**Note 1: Assembly uses require review time and may require site inspections.**  
**Please fully explain the uses related to all YES answers checked above**

**Please read the section below carefully before signing**

I hereby acknowledge and affirm that I have candidly and fully identified all uses that are to be operated from the above-described address, and that only the use(s) identified in this application shall operate from said address. I further acknowledge that the failure to candidly, accurately and fully identify all uses that are to be operated from the above-described address is grounds for a civil penalty and will result in the immediate denial or revocation of my certificate of use and closure of my business.

I also understand that the operation of any use other than the use(s) identified above is grounds for the immediate denial or revocation of the Certificate of Use. I further understand that if there are any changes in the operation of my business as stated in this affidavit subsequent to the opening of my business, that I will agree to file the necessary application(s) and affidavit(s) and seek prior approval from the City of Lauderhill for any such changes. Failure to obtain the necessary prior approval will result in the immediate revocation of my certificate of use and closure of my business.

I further understand that the issuance of a Local Business Tax receipt is contingent on the approval of a Certificate of Use and on compliance with all building and zoning ordinances of the City of Lauderhill, and that this compliance must be maintained. Failure to maintain compliance will be cause for revocation of the Certificate of Use.

If a background investigation of any applicant for a Certificate of Use or Local Business Tax Receipt is required, as pursuant to the Code of Ordinances, Chapter 12, Business Regulations, the applicant shall be required to reimburse the City for the cost of the investigation prior to the issuance of the Certificate of Use or Local Business Tax Receipt. Alternatively, if a background investigation of an applicant results in the denial or revocation of a Certificate of Use or Local Business Tax Receipt, said applicant or business owner shall be required to reimburse the City for the costs of the investigation.

I understand that all signage related to my business is subject to Schedule I of the Lauderhill Land Development Regulations and generally requires city approval and a permit before it can be legally placed on or in my business.

I additionally acknowledge that both the Certificate of Use and the Local Business Tax Receipt expire September 30<sup>th</sup> of each year and must be renewed by this date; otherwise, the City of Lauderhill will undertake such actions as is specified in the Code of Ordinances. **As such, on October 1<sup>st</sup>, a 10% penalty will be assessed, an additional 5% on November 1<sup>st</sup>, 5% on December 1<sup>st</sup> and 5% on January 1<sup>st</sup> of the fiscal year.**

**By signing this application, I understand that I am responsible for notifying the City of Lauderhill, Business Tax Division in writing if the Business has been sold, transferred or closed. In addition, I must provide proof of such sale, transfer or business closure. I understand that I will be responsible for all Local Business Tax fees owed on the account.**

Applicant Signature \_\_\_\_\_

Signature Date \_\_\_\_\_

**THIS DOCUMENT MUST BE NOTARIZED**

State of Florida

County of \_\_\_\_\_

The foregoing instrument was acknowledge before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_, Notary Public      Commission No. \_\_\_\_\_  
Signature of Notary Public

Name of Notary Typed, Printed or Stamped \_\_\_\_\_

**YOU WILL BE CONTACTED BY THE BUSINESS TAX DIVISION ONCE THE CERTIFICATE OF USE APPLICATION IS APPROVED. PLEASE CONTACT 954-739-0100 FOR BUSINESS TAX QUESTIONS.**



Date: \_\_\_\_\_

Lauderhill Police Department  
6279 West Oakland Park Blvd  
Lauderhill, Florida 33313

Re: Business/Resident Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dear Sir/Madam:

Please be advised that I am the owner of the above referenced property. I hereby grant and request the Lauderhill Police Department to warn and direct persons who are trespassing, conducting themselves in a disorderly manner, or engaged in criminal activity to leave the property, also to enforce Florida State Statute 810.09 entitled "Trespass" on or about the property.

Pursuant to the authority herein, the Lauderhill Police Department and its officers are authorized representatives of the abovementioned to enforce Florida State Statute and others about the property. It is also acknowledged that the abovementioned supports the prosecution of the arrest pursuant to this authority.

If you have any questions, please do not hesitate to contact the undersigned.

Sincerely,

Owner's Name: \_\_\_\_\_

Title/Phone Number: \_\_\_\_\_

Sworn to and subscribed before me this

Date: \_\_\_\_\_

Signature of Notary Public-State of Florida

\_\_\_\_\_  
Print, Type or Stamp Name of Notary Public

\_\_\_\_\_  
Personally Known to Me, or

\_\_\_\_\_  
Produced Identification:

Type of Identification: \_\_\_\_\_



## **TOP 10 CODE VIOLATIONS**

### **TOP 10 VIOLATIONS - # 1**

#### **Yard Maintenance standards**

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- Lawn & Swale areas must be maintained. Deteriorated areas must be re-sod.

### **TOP 10 VIOLATIONS - # 2**

#### **Building Maintenance Standards**

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- Buildings, doors, roofs, shutters, and wood trim must be free of faded/chipped paint and discolorations. If these conditions occur, the area must be cleaned or painted. Note that painting of buildings may require a free permit from the Building Department.

### **TOP 10 VIOLATIONS - # 3**

#### **Pools**

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- Pools must be maintained in a clean & sanitary condition to prevent it from becoming a breeding ground for insects, rodents and reptiles.

### **TOP 10 VIOLATIONS - # 4**

#### **Address Numbers**

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- Address numbers must be clearly posted on all buildings in the city. The numbers must be at least three inches in height, must be of a contrasting color and must be clearly visible from the roadway.

### **TOP 10 VIOLATIONS - # 5**

#### **Fences, Walls, & Hedges**

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- Fences and walls must be maintained in a good state of repair, free from damage, deterioration and discoloration.

### **TOP 10 VIOLATIONS - # 6**

#### **Trash & Debris**

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- Trash & debris can not be left in view of the public and must be disposed of properly.

### **TOP 10 VIOLATIONS - # 7**

#### **Occupational Licenses**

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- Prior to entering into or conducting business activities in the city, a Certificate of Use must be obtained.

### **TOP 10 VIOLATIONS - # 8**

#### **Signage**

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- Certain signs may be permitted with a sign permit. Contact the Finance Department at (954) 730-3030 for further information

### **TOP 10 VIOLATIONS - # 9**

#### **Abandoned Vehicles/Repairs**

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- Any vehicle on public or private property that does not display a current tag is considered to be abandoned. These vehicles will be posted with a five days notice, and then will be towed if a current tag is not placed on the vehicle or the vehicle is not removed from the city.

### **TOP 10 VIOLATIONS - # 10**

#### **Parking Regulations**

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- Vehicles may only park on paved areas of private property. Parking is prohibited on front, side and rear yard areas. Parking on the swale is permitted with the abutting property owner's permission. Parking any portion of a vehicle on the roadway is prohibited.

## Business Tax Fee Schedule

Category	Description of Category	Fee
<b>31a</b>	Auction Stores, sales	<b>\$551.25</b>
<b>37d</b>	Auto dealers, inventory \$0.00-\$10,000	<b>\$210.00</b>
<b>37e</b>	Auto dealers, inventory \$10,000-\$100,000	<b>\$420.00</b>
<b>37f</b>	Auto dealers, inventory \$100,000 and up	<b>\$735.00</b>
<b>51a</b>	Automatic trade machines, distributor or retail facility	<b>\$157.50</b>
<b>58a</b>	Automatic trade machines: Vending, washers/dryers, music	<b>\$21.00</b>
<b>20b</b>	Beauty and personal service shop: Hair, nails, massage, etc.	<b>\$157.50</b>
<b>21b</b>	Beauty and personal service shop, per chair or station.	<b>\$26.25</b>
<b>16c</b>	Check cashing facility, store, franchise	<b>\$275.63</b>
<b>17c</b>	Temporary holiday sales: Trees, pumpkins, fireworks, etc.	<b>\$210.00</b>
<b>24c</b>	Contractors, based in Lauderhill	<b>\$210.00</b>
<b>07e</b>	Entertainment: Restaurants, bars with music or dancing	<b>\$275.63</b>
<b>08f</b>	Financial business: Banks, stockbrokers, mortgages, etc.	<b>\$472.50</b>
<b>01g</b>	Gas distribution and sale through pipelines	<b>\$661.50</b>
<b>23g</b>	Golf course, per eighteen (18) holes or part thereof	<b>\$262.50</b>
<b>12h</b>	Hotel or motel	<b>\$210.00</b>
<b>13h</b>	Hotel or motel, per room	<b>\$3.68</b>
<b>13i</b>	Insurance companies	<b>\$210.00</b>
<b>17l</b>	Lounge, bar, pub	<b>\$367.50</b>
<b>04m</b>	Manufacturing--Wholesale only	<b>\$210.00</b>
<b>24m</b>	Merchant-Inventory value up to \$10,000	<b>\$210.00</b>
<b>32m</b>	Merchant-Inventory value up to \$10,001 to \$100,000	<b>\$420.00</b>
<b>36m</b>	Merchant- Inventory value greater than \$100,000.00	<b>\$735.00</b>
<b>40m</b>	Mobile vendor	<b>\$262.50</b>
<b>41m</b>	Motion picture theater, per screen	<b>\$210.00</b>
<b>07n</b>	Nursing home, ACLF, convalescent home, etc.	<b>\$105.00</b>
<b>08n</b>	Nursing home, ACLF, convalescent home, etc., per bed	<b>\$26.25</b>
<b>01o</b>	Office Space--Business use only	<b>\$165.38</b>
<b>03o</b>	Owner of rental property, per unit, bay, bed, etc.	<b>\$14.70</b>
<b>03p</b>	Pawnbroker	<b>\$551.25</b>
<b>10p</b>	Private school or instruction facility	<b>\$210.00</b>
<b>14p</b>	Professional association, office, contractor, etc.	<b>\$210.00</b>
<b>16p</b>	Professionals requiring degree, certification, etc., each...	<b>\$105.00</b>
<b>87p</b>	Promotional events (30-day limit)	<b>\$220.50</b>
<b>32r</b>	Restaurants	<b>\$157.50</b>
<b>34r</b>	Restaurants, per seat, by fire dept. capacity	<b>\$2.10</b>
<b>36r</b>	Restaurants, per drive through window	<b>\$105.00</b>
<b>39r</b>	Restaurants--Take-out only	<b>\$157.50</b>
<b>41r</b>	Restricted residential business	<b>\$220.50</b>
<b>41x</b>	Family home daycare (regular)	<b>\$50.00</b>
<b>41y</b>	Family home daycare (large)	<b>\$210.00</b>



<b>13s</b>	Storage facilities, warehouses, etc.	<b>\$136.50</b>
<b>14s</b>	Storage facilities, warehouses, etc.per bay	<b>\$14.70</b>
<b>08t</b>	Telecommunications providers	<b>\$525.00</b>
<b>40t</b>	Trucking, bus, cab, delivery service	<b>\$105.00</b>
<b>42t</b>	Trucking, bus, cab, delivery service, per vehicle	<b>\$52.50</b>
<b>M01</b>	Minimum Housing inspection fee(1 to 10 units) fee per unit	<b>\$100.00</b>
<b>M02</b>	Minimum Housing inspection fee(10 to 99 units) fee per unit	<b>\$31.50</b>
<b>M03</b>	Minimum Housing inspection fee(100 or more units) fee per unit	<b>\$21.00</b>
<b>F01</b>	Annual Fire Inspection fee (Commercial)\$140.98 min.each 1,000 sq ft thereafter \$3.99	<b>\$140.98</b>
<b>F02</b>	Annual Fire Inspection fee (Residential), min \$ 99.75, or fee per dwelling unit(\$5.32)or whichever greater	<b>\$99.75</b>
<b>F03</b>	Standpipe system(each system in a building or complex)	<b>99.75</b>
<b>F04</b>	Sprinkler System(each system in a building or complex)	<b>\$99.75</b>
<b>F05</b>	Fire Alarm System (each system in a building or complex)	<b>\$99.75</b>
<b>F06</b>	Fire-Smoke Evacuation System (Usually in large commercial bldngs, stores, etc.	<b>\$99.75</b>
<b>F07</b>	Fire Protection System (Ex. Dry Chem hood system in kitchen area of restaurant, etc.	<b>\$99.75</b>
<b>F08</b>	Automatic External Defibrulators	<b>\$25.00</b>
<b>G01</b>	Grease Trap Inspection(Ex. Kitchen area of restaurants, nursing homes, etc.)	<b>\$50.00</b>